



Louisville Metro Planning & Design Services  
SUBMITTAL REQUIREMENTS REPLANTING PLAN

JERRY E. ABRAMSON  
MAYOR

CHARLES C. CASH, JR.,  
DIRECTOR

All Submittals Must Be Submitted In Person To The Customer Service Counter

Applicant      PDS  
                         ONLY

- \_\_\_\_\_ 1. Completed “Plan Review Application” form with ‘other’ checked and ‘replanting’ written in the space.
- The owner’s signature is required.
  - The Land Use Restriction form is **not** needed.
- \_\_\_\_\_ 2. Letter of explanation stating reason for disturbance in WPA.
- \_\_\_\_\_ 3. Notices to first tier adjoining property owners and individuals who spoke in opposition at the public hearing on **both** a label matrix and mailing labels.
- \_\_\_\_\_ 4. Two (2) replanting plans with adequate replanting information per landscape architect.
- Plans 24” x 36” must be folded accordion style into four sections then tri-folded (9” x 9” maximum) with the lower right corner showing.
- \_\_\_\_\_ 5. Cash or check made payable to Louisville Metro Finance. All checks must have a current address and phone number.

Base Fee of \$160.00                      \$ 160.00

Plus \$1.00 for every APO notice      \$ \_\_\_\_\_

**TOTAL**                      \$ \_\_\_\_\_

Louisville Metro Planning & Design Services  
444 South Fifth St.  
Louisville, KY 40202

502-574-6230

Fax 502-574-8129



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### For Staff Use Only

Date: \_\_\_\_\_ Staff: \_\_\_\_\_ Docket #: \_\_\_\_\_

**Do not accept application if required materials are not submitted**

- \_\_\_\_\_ 6. **If the above information and material are submitted**, complete the Tree Preservation Log.
- \_\_\_\_\_ 7. Fill out receipt (Total Fees goes in Landscape Category), sign it and give it to the applicant. Put the Docket # on the bottom left of the check, stamp the back with the endorsement stamp and put it in envelope in the file cabinet.
- \_\_\_\_\_ 8. . Stamp the date received on each page of all materials submitted.
- \_\_\_\_\_ 9. Write the docket number in **RED** in the lower right hand corner of each page.
- \_\_\_\_\_ 10. Clip material together and put it in the In-Coming Application Tray

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